

COVID-19 SAFETY PLAN

We have identified areas where there may be risks, either through close physical proximity or through contaminated surfaces

We have involved frontline workers, supervisors, and our joint health and safety committee

We have identified areas where people gather, such as break rooms, production lines, and meeting rooms

We have identified job tasks and processes where workers are close to one another or members of the public

We have identified the tools and equipment that workers share while working.

We have identified surfaces that people touch often, such as doorknobs and light switches

We have implemented the following protocols to reduce the risk of community spread:

First level protection (elimination):

- We are limiting the number of people at the workplace.
- Public Health has announced that there must be no more than 50% of the usual capacity of patrons present at one time;
- We have established and posted an occupancy limit for our premises.
- Public Health has advised that the prohibition on gatherings of greater than 50 people refers to "one-time or episodic events" (weddings, public gatherings) and is therefore not intended to apply to workplaces.
- We have implemented measures to keep workers and others at least 2 meters apart.

MEASURES IN PLACE:

- Administrative staff are being scheduled to work off site and remotely as much as possible.
- Floor staff and kitchen staff scheduling is being designed to maintain 'work teams' who work in shifts exclusively to reduce the chance of spread, should an employee become ill.
- All staff are being asked to maintain 2 meters from each other whenever they are performing stationary tasks or waiting to pick up prepared items.
- Service flow directional paths have been established to avoid contact between staff members travelling in opposite directions.
- All service tasks have been redesigned with the importance of distancing and cleanliness
- The staff have the right to refuse service to anyone who appears to be presenting symptoms consistent with those attributable to COVID-19.
- By spacing out our dining tables by 2 meters, guest occupancy will be reduced and provide guests with considerate, safe spacing from others

Second level protection (engineering): partitions, floor plan redesign

MEASURES IN PLACE:

- We are offering patio dining with distancing measures being implemented with two meters (6 feet) in between tables.
- We've spaced out our inside dining tables to ensure 2 meters (6 feet) in between adjoining tables
- We have rearranged our waiting areas – all chairs and benches have been removed, asking guests to wait outside for a table if enough distancing is not possible, posting signs, stanchions, tape on floor, etc.
- All dining tables will be free of table-top condiments, glassware and utensils. These items will be provided only upon request and when necessary.
- Partitions between booths are being procured. In the meantime, only every second booth will be seated.

Third level protection (administrative): Rules and guidelines

We have identified rules and guidelines for how workers should conduct themselves. We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

MEASURES IN PLACE:

- Eliminate hand-to-hand contact with customers.
- We have instructed our kitchen workers to use personal protective equipment (PPE) while they perform their duties.
- Bar, serveries and washrooms shall have adequate soap/water operation or hand sanitizing products
- Separate take-out and dine-in protocols. We have created a path separate from dine-in customers for payment and/or pickup if possible. Introduced clear signage for take-out versus dine-in and in and outdoors.
- Maintain 2 meters distance from other workers and guests. If work activities mean that physical distancing cannot always be maintained, staff may consider the use of masks as an additional measure.
- Provide hand sanitizer at the door for customers to use when they enter the restaurant.
- Maintain a protocol for accessing and using washroom facilities where a 2 meter or 6 feet separation cannot be maintained.
- Manage break times and schedules (stagger) to support maintaining physical distances between people.
- We will support workers with medical resource information that includes telephone numbers and website addresses for key medical, mental health, and bullying resources, and approved sources for COVID-19 information.
- Workers will have a health and safety contact person available for every shift to support that protocols are being followed and understood.
- We have established rules and guidelines for cleaning protocols, telling workers to not share tools and implementing one-way doors between the kitchen and dining room
- Encourage key drop deliveries to reduce contact between delivery workers and front-of-house workers.

Fourth level protection: Using masks (Optional Measure)

We have reviewed the information on selecting and using masks and instructions on how to use a mask. We understand the limitations of masks and other PPE. We understand that PPE should only be used in combination with other control measures. We have trained workers to use PPE properly, following manufacturers' instructions for use and disposal.

- All staff have been instructed to wear masks and gloves, where distancing is not possible.

Reducing the risk of surface transmission through effective cleaning and hygiene practices

- Our workplace has enough handwashing facilities on site for all our workers.
- Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, shared tables, light switches and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials. We have removed unnecessary tools and equipment to simplify the cleaning process – e.g., coffee makers and shared utensils and plates

CLEANING PROTOCOLS

Each department will be tasked with cleaning their area of responsibility: Cleaning times will be determined by usage and/or at 30-minute intervals. Additionally, thorough end of business day cleaning will be carried out.

- Hosts – to clean host podium, doorknobs, doors, traditional menus, phones, take-out stations, delivery service tablets, restaurant point of sale and payment devices
- Servers – to clean dining tables, chairs, service station counters, service trays, point of sale and payment devices
- Bartenders – to clean back bar, service pickup station, glassware, liquor bottles
- Expo/Food runners – to clean food service pass and staging areas, coffee machines, condiment dispensers, cutlery, glassware and other smallwares
- Kitchen staff – to clean assigned workstations, including all counter surfaces, equipment and utensils

Policies for work eligibility

- Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.
 - Anyone who has had symptoms of COVID-19 in the last 10 days.
 - Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
 - Anyone directed by Public Health to self-isolate.

- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Visitors are prohibited or limited in the workplace.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers will report to supervisor, even with mild symptoms.
- Sick workers will be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. If the worker is severely ill (e.g., difficulty breathing, chest pain), we will call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

Communication plans and training

- If practicable, we must retain contact information for one member of every party of patrons for thirty days in the event that there is a need for contact tracing on the part of the medical health officer
- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers will be advised to stay home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Monitoring our workplace and updating our plans as necessary

- We have a plan in place to monitor risks.
- We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.

Assessing and addressing risks from resuming operations

- We have a training plan for new staff.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for equipment and machinery that have been out of use. We have identified a safe process for clearing systems and lines of product that have been out of use.